# Annex I

# Ref.: EACEA/ EPSO/2023/07/CA FGIV Audit Adviser

Family Name and first name:

Nationality:

Language 1 (minimum C1 level):

Language 2 (minimum B2 level):

 **ELIGIBILITY CRITERIA**

[ ]  Possess a level of education which corresponds to completed university studies of at least 3 years attested by a diploma (diploma awarded in EU Member States, or with an equivalence certificate issued by the qualified authorities of Member States).

[ ]  Be a national of one of the Member States of the Union.

[ ]  Enjoy full rights as a citizen.

[ ]  Have fulfilled any obligations imposed by the laws concerning military service.

[ ]  Meet the character requirements for the duties involved.

[ ]  Be physically fit to perform the duties involved.

[ ]  Produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

**CAST**

|  |  |
| --- | --- |
| **CAST succeeded (full reference)** | **Individual CAST number** |

**Essential and advantageous criteria**

**Please answer each of the question below using a maximum of 250 words per question**. **NB. The score of the candidates exceeding this maximum will be lowered.**

|  |
| --- |
| Please specify your proven professional experience of minimum 3 years in at the least one of the following fields: budget, finance, accounting, contract / grant management, audit)  |
| Please describe yourexcellent written and oral communication in English (C1).  |
| Please specify your proficiency with IT tools (e.g. Word, Excel, Outlook, PowerPoint,….). |
| Please specify your experience in ex-post audit process, calculation of error rate, audit methodology.  |
| Please specify your experience in drafting request for services and specific contracts. |
| Please specify your experience in User knowledge of eGrants and in particular AUPO workflow. |
| Please specify your experience in Rules and procedures for call for proposals, call for tenders, procurements. |
| Please specify your experience in Management of framework contracts. |
| Please specify your experience in Advanced knowledge of Excel (generate report, pivot table, graphics). |

**I declare on my word of honour, that the information provided above is true and complete.**

Date:……………………….. Name/Surname:…………………………………………